

Town of Kittery

**School Business Manager/Town Fiscal Agent**

The Town of Kittery seeks qualified candidates for the position of School Business Manager / Town Fiscal Agent to oversee the financial strategic planning and operations of both the School Department and Town, and business office staff. The successful candidate must have a strong background and experience in primary school finance and knowledge of municipal accounting with CPA qualifications and /or experience and proficiency in MUNIS operating systems preferred.

Send cover letter, resume, and three references to:

Jonathan Carter

Town Manager

200 Rogers Road, Kittery, Maine 03904

Or by email: [Jcarter@kitteryme.org](mailto:Jcarter@kitteryme.org)

This position will remain open until filled. Visit the Kittery School Department web page ([www.kitteryschools.org](http://www.kitteryschools.org)) or Town's [www.kittery.org](http://www.kittery.org) for more information.

EOE

# **JOB DESCRIPTION**

## **Kittery School Department**

### **School Business Manager/Town Fiscal Agent**

**Reports To:** The Superintendent of Schools

**Supervises:** Financial and Business Office Staff

**A. Job Goals:**

1. To direct and coordinate the financial, accounting, and fiscal activities of the Kittery School Department and Town departments;
2. To obtain optimum efficiency and economy of operations, and maximize the fiscal soundness and integrity of the consolidated education and municipal accounting offices;
3. To provide financial leadership in the day-to-day operations; and
4. To establish a collaborative management approach.

**B. Essential Duties and Responsibilities:**

These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

*For the School Department and Town, the Business Manager/Town Fiscal Agent:*

1. Supervises the management of all financial affairs including, bonds, borrowing, investments, contracts, insurance and risk management programs.
2. Oversees the day-to-day financial operations including accounts payable, payroll and accounting procedures.
3. Approves all purchase orders authorizing the expenditure of funds.
4. Prepares the annual budgets and analyzes expenditures.
5. Works closely and cooperatively with independent auditors to assure compliance with state and national standard accounting procedures including conformance with GOFA, Maine Department of Education and GASB.
6. Recommends policies and procedures to comply with and implement the independent auditor's recommendations, and all applicable laws and regulations.
7. Monitors the financial condition of the Town, prepares financial analyses and develops long range financial plans.
8. Conducts the annual inventory of School Department / Town and manages the Capital Improvement Planning process.
9. Prepares financial reports required by the School Superintendent, and by request from the Town Manager, School Committee, or auditors. Makes presentations as required.

10. Coordinates the School Department/Town computer systems including planning of system enhancements, arrangement of personnel training, accounting control functions, and system maintenance.
11. Works with administrators and department heads regarding the proper implementation of system policies in record keeping, budget development and expenditure of funds.
12. Directs the preparation of State and Federal reports, tax reports and the necessary reporting for State and Federal grants.
13. Serves as advisor to the Superintendent of Schools and Town Manager on all issues relating to the business and financial affairs of the School Department and Town.

**C. Additional duties and responsibilities:**

1. Perform general management duties as assigned by the School Superintendent including representing the School/Town on various boards and committees as necessary and directed.

**D. Terms of Employment:**

Twelve months per year. Salary and benefits to be established by the Kittery School Committee.

**E. Evaluation:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly goals are met. The Superintendent of Schools, with input from the Town Manager, will perform the evaluation.

**Note: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all the work requirements that may be inherent in the job, either present or in the future.**

**Training and experience required to perform essential functions:**

Graduation from an accredited four-year college or university with a degree in accounting, finance, business administration. Successful experience in progressively responsible positions in public school and/or municipal finances. Strong background in school finances. Certified Public Accountant preferred, but not necessary. The person in this position is required to be bonded at town expense and remain bonded while employed by the School Department.

**Minimum physical and mental abilities required to perform essential functions.****1. Physical Requirements:**

- a. Must be physically able to operate a variety of automated office machines and equipment, including, but not limited to computer, typewriter, facsimile machine, copier, and telephone.
- b. Must be able to move or carry job-related objects or materials.
- c. Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.
- d. Physical demand requirements are at levels of those for sedentary or office environment work.

**2. Numerical Aptitude:**

- a. Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; compute discount, interest, profit and loss, ratio and proportion; and interpret same as may be appropriate.

**3. Language Ability:**

- a. Requires the ability to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures.
- b. Requires the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

**4. Interpersonal Communication:**

- a. Requires the ability to communicate with people to convey or exchange professional information.

**5. Environmental Adaptability:**

- a. Requires the ability to interact with people (i.e., staff, general public and elected officials) beyond giving and/or receiving instructions.

- b. Work is normally performed in an office environment. Headaches, eye strain, carpal tunnel syndrome, and related occupational hazards associated with computer work reflect most common potential for injury.

6. Computer proficiency:

- a. Requires high level working knowledge of leading financial software packages.
- b. Must be highly proficient in automated accounting systems, spreadsheets and financial analyses.

**Position**

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**The Kittery School Department is an equal opportunity employer.**

In compliance with the Americans with Disabilities Act, the town will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. (Ord. 5-97 § 1001: Ord. 15-88)

School Business Manager/Town Fiscal Agent (FLSA Exempt)

**Proposed recruitment schedule:**

<b>3.12.11</b>	<b>Position Advertised</b>
<b>3.12.11</b>	<b>Application Accepted until filled</b>
<b>4.25.11</b>	<b>No later than to Commence Work</b>